

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA. 9/256/01/B/100**

**30<sup>th</sup> November, 2024**

**VACANCY ANNOUNCEMENT**

**1.0 BACKGROUND INFORMATION**

On behalf of National Board of Accountants and Auditors (NBAA), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two (2) vacant posts of the Director of Membership Services and Head of Legal Services Unit.

**2.0 NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS (NBAA)**

The National Board of Accountants and Auditors (NBAA) is an Independent Regulatory Body for the Accountancy Professional established under the Accountants and Auditors (Registration) Act, Cap 286 operating under the Ministry responsible for Finance. NBAA was established in 1972 and started carrying out its activities from 15th January 1973. Since its establishment, NBAA has made a significant contribution to the development of the accountancy profession in Tanzania, particularly on promotion, registration, standards setting, regulatory and examination functions. NBAA seeks to play a key role in promoting good governance through development of accountancy profession with a view of improving financial reporting in Tanzania

<b>POST</b>	<b>DIRECTOR OF MEMBERSHIP SERVICES</b>
<b>EMPLOYER</b>	<b>NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS (NBAA)</b>
<b>REPORTS TO</b>	<b>EXECUTIVE DIRECTOR</b>
<b>JOB SUMMARY</b>	To provide overall direction and supervision of Membership Services activities

**DUTIES AND RESPONSIBILITIES**

- i. To take a proactive role in the formulation of future strategic objectives and plan for the Division and submit them to the Executive Director for decision making.
- ii. To ensure that effective annual plans and budgets of the Division are prepared and submitted timely to the budget Committee for approval process.
- iii. To develop and maintain effective strategic relationships with key stakeholders (maintain effective and objective working relationships with staff, Management, members and other key stakeholders).
- iv. To oversees day-to-day operations of the Division and implementation of mandatory functions of the Board relating to the Division as set out in the Act.
- v. To initiate procurement requirements for the Division.
- vi. To promote, develop, implement and manage staff performance-based contracts to enhance productivity, efficiency and effectiveness in the Division.
- vii. To build and maintain a high-performance culture among staff; and promote and foster a team culture consistent with the corporate values of the Board.
- viii. To review and initiate training needs, recruitment and positioning of appropriate skilled staff for the division within the framework approved by the Governing Board.
- ix. To interpret and implement decisions of the Governing Board, Policies, Plans and Programs relating to the Division and report the status of implementation.
- x. To review and recommend improvements to processes and procedures to improve the Division's effectiveness, efficiency and productivity (to initiate and ensure establishment of adequate Policies, Procedures, Rules and Regulations necessary for effective and efficient utilization, control and safeguard of the resources entrusted to the Division).
- xi. To ensure that all (financial and non-financial) reporting

	<p>requirements are adhered to, including preparation of regular performance reports of the Division for Management use and as an input to the Board's annual reports.</p> <ul style="list-style-type: none"><li>xii. To develop and conduct Continuous Professional Development (CPD) programs responsive to needs of the market/stakeholders.</li><li>xiii. To co-ordinates registration of members of the Accountancy profession, regular sensitization for the Accountancy professional personnel to register with the Board.</li><li>xiv. To oversee regulatory activities/visits, audit quality review (AQR) schemes and conduct (ethics/disciplinary matters) of members of the Accountancy profession and enforce compliance to the Act establishing the Board and its bylaws.</li><li>xv. To co-ordinate dissemination of professional knowledge and information related to research work and activities of the Board relating to membership services.</li><li>xvi. To co-ordinate international affiliations and networking to facilitate members to share worldwide knowledge and experience in the profession.</li><li>xvii. To create general public awareness on the activities and services of the Division and the entity as a whole to enhance good image of the Board.</li><li>xviii. To advise the Executive Director and Management on all Corporate issues relating membership services.</li><li>xix. To liaise with IT Section on designing &amp; entering Member Services information in website.</li><li>xx. To perform any other duties as may be assigned by the Executive Director.</li></ul>
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<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance Banking and Finance or equivalent qualifications from recognized institutions. Master Degree must be related to Bachelor Degree. The candidate must have either CPA (T) or equivalent professional qualifications recognized by NBAA and registered as “Associate Accountant” or “Fellow Accountant” or equivalent qualifications.
<b>WORK EXPERIENCE</b>	Candidate must have work experience of at least ten (10) years of which two (2) years should be served at a Managerial level.
<b>AGE LIMIT</b>	Not more than fifty (50) years.
<b>TERMS OF EMPLOYMENT</b>	Unspecified
<b>REMUNERATION/SALARY SCALE</b>	NBAA 12
<b>APPLICATION TIME LINE</b>	Twenty-One (21) days from the date of the advertisement.

<b>POST</b>	<b>HEAD OF LEGAL SERVICE UNIT</b>
<b>EMPLOYER</b>	<b>NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS (NBAA)</b>
<b>REPORTS TO</b>	<b>EXECUTIVE DIRECTOR</b>
<b>JOB SUMMARY</b>	To oversee, provide overall direction, maintenance and custody of documents relating to legal matters.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To oversee maintenance and custody of documents relating to legal matters.</li> <li>ii. To oversee keeping and updating of diary for court cases and carrying out of all routine legal correspondences.</li> <li>iii. To administer follow up of documents and proceedings in courts.</li> <li>iv. To administer registration of mortgages, deeds of transfers, probate matters and other documents deemed necessary for registration.</li> <li>v. To oversee sorting of legal documents and distribution of the same as appropriate and keeping and updating of the register of court cases.</li> </ul>

	<ul style="list-style-type: none"> <li>vi. To review drafts of prescribed legal documents, forms, legal opinions and briefs.</li> <li>vii. To review proposed contracts, leases, loan agreements and other legal documents.</li> <li>viii. To review compiled relevant evidence for court cases and prosecution papers for falling cases.</li> <li>ix. To review recommendation for amendment/repeal of legislation and related regulations and by Laws and information collected on changes in Law or new legislation affecting affairs of the Board.</li> <li>x. To participate in legal reviews in collaboration with other institutions/stakeholders and provide advice and opinion to customers on legal issues.</li> <li>xi. To provide advice and opinion on legal issues.</li> <li>xii. To liaise with Attorney General's office on matters relating to Law and court proceedings.</li> <li>xiii. To represent the Board in all legal matters/litigations.</li> <li>xiv. To provide advice on ensuring consistent administration of the Act establishing the Board and interpret and advise the Board on the relevance, conflicts and implications of other Laws of the land in connection with the mandatory functions of the Board.</li> <li>xv. To file and appear for criminal proceedings in courts.</li> <li>xvi. To participate in legal negotiations and witnessing contracts and provide advice on aspects regarding contracts obligations.</li> <li>xvii. To liaise with external legal agencies in consultation with the Chief Executive Officer.</li> <li>xviii. To coordinate vetting of all legal documents emanating from outside the Board in which the Board is or will be a party.</li> <li>xix. To perform any other related duties as may be assigned by Executive Director.</li> </ul>
<b>QUALIFICATIONS</b>	<p>Holder of Master Degree in Law (LL.M) from recognized institutions. Master Degree must be related to Bachelor Degree. Candidate must have attended and passed Internship or relevant training from the Law School of Tanzania and registered as Advocate of the High Court.</p>

<b>WORK EXPERIENCE</b>	Candidate must have work experience of at least eight (8) years in related field and should be at the rank of at least Senior Officer.
<b>AGE LIMIT</b>	Not more than fifty (50) years.
<b>TERMS OF EMPLOYMENT</b>	Unspecified
<b>REMUNERATION/ SALARY SCALE</b>	NBAA 11
<b>APPLICATION TIME LINE</b>	Twenty-One (21) days from the date of the advertisement.

### 3.0 GENERAL CONDITIONS

- i. All applicants must be Tanzanian citizen;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iii. All applicants must be Citizens of Tanzania.
- iv. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- v. Applicants should apply on the strength of the information given in this advertisement.
- vi. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable); and**
  - Birth certificate.
- vii. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and Form VI results slips; and
  - Testimonials and Partial transcripts.
- viii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal;
- ix. An applicant should route his application letter through his respective employer;
- x. An applicant who is retired from the Public Service for whatever reason should not apply;

- xi. An applicant should indicate three reputable referees with their reliable contacts;
- xii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- xiii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiv. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat **P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **20<sup>th</sup> December, 2024;**
- xvi. Only shortlisted candidates will be informed the date of interview; and
- xvii. Presentation of forged certificates and other information will necessitate legal action.

**NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')**

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**